COMNAVAIRPACINST 3500.38P/
COMNAVAIRLANTINST 3500.65A
NAVAIRPAC N34A
NAVAIRLANT N84G
JUN 4 1996

COMNAVAIRPAC INSTRUCTION 3500.38P/COMNAVAIRLANT INSTRUCTION 3500.65A

Subj: SUPPLEMENTAL SORTS REPORTING GUIDE

Ref: (a) NWP 10-1-11 (Rev A)
(b) COMNAVAIRPACINST C3500.60B
(c) COMNAVAIRLANTINST 3500.20/COMNAVAIRPACINST 3500.20
(d) COMNAVAIRPACINST 3500.67C/COMNAVAIRLANTINST 3500.63C

1. Purpose. To promulgate supplemental guidance, procedures and requirements for reporting of resource status information in the Navy Status of Resources and Training System (SORTS). This is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRPACINST 3500.38N/COMNAVAIRLANTINST 3500.65

3. Discussion

a. Terminology. The terminology used in this supplement for expressing resource status and related factors is in consonance with that prescribed by OPNAV for Navy-wide usage.

b. Definition. Reference (a) is referred to as the basic instruction throughout this supplement.

c. Section/Paragraph Numbering. The section and paragraph numbering used in this supplement is the same as the section and paragraph numbering of the basic instruction. Paragraph numbers which require no additional information have been omitted, and where additional sections, annexes, or paragraphs have become necessary, the numbering continues from the last section, annex, or paragraph in the basic instruction.

d. Importance of Accurate/Timely Reporting. The SORTS message is the primary "real time" means of keeping higher authority informed of the readiness condition of naval units. Information in the SORTS message is used for briefing multiple levels of the chain of command and often provides the basis for decision regarding employment of forces. It must be kept current and accurate.

4. Action. Messages will be submitted per the basic instruction and this supplement. File this instruction with the basic instruction, NWP 10-1-11 (Rev A).

"Signed"
R. L. LEITZEL
Chief of Staff

"Signed"
J. B. SINGLETON
Chief of Staff

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RECORD OF CHANGES

CHANGE NUMBERS	DATE CHANGED	DATE ENTERED	ENTERED BY

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SECTION 1

GENERAL PROVISIONS

1.1 Purpose

a. This instruction contains supplemental guidance and procedures for submission of the Status of Resources and Training System (SORTS) message for organizations under the administrative control of Commander Naval Air Force, U.S. Pacific Fleet and Commander Naval Air Force, U.S. Atlantic Fleet. It provides clarification of certain sections of the basic instruction and procedures for reporting unique information required by the type commander.

b. The basic instruction was written in general terms to maintain simplicity within SORTS reporting. This supplemental instruction refines the generic SORTS message to accommodate aviation units. Individual functional/type wing commanders are strongly encouraged to provide additional supplemental instructions to standardize reporting with respect to their specific aircraft types. These additional instructions are particularly helpful for communities which operate individually reporting detachments, such as HSL and HC. These instructions shall be coordinated with the COMNAVAIRPAC (N33A)/COMNAVAIRLANT (N84G) SORTS Officer.

1.3.6 ISIC Responsibility. Responsibilities are set forth in the basic instruction. Additionally:

a. Operational/administrative commanders shall: (1) monitor SORTS messages submitted by subordinate activities to ensure reports are timely, accurate, in the proper format, and addressed as required; and (2) inform units of significant or recurring discrepancies.

b. Each ISIC shall designate a SORTS officer to track SORTS matters and provide liaison with the AIRPAC/AIRLANT SORTS officer.

2.2.4 Deployable Staffs. This category includes deployable Carrier Group Commanders, Cruiser Destroyer Group Commanders and Carrier Air Wing Commanders. They will report the information required in paragraph 2.3.1 of the basic instruction.

2.4.3 Timeliness

a. SORTS messages must be submitted as soon as feasible, but not later than 4 hours following a significant change, addition, or deletion to unit status. Exceptions:

(1) Personnel temporarily absent from the unit need not be reported if it can be reasonably assumed they can return via the fastest available means within 24 hours.

(2) Temporary detachments need not be reported if they are scheduled to return to the parent command within 72 hours.

(3) An aircraft or aircraft system degradation need not be reported if the aircraft or system is expected to be operational within 24 hours.

(4) Change in activity is less than a 24 hour duration.

b. Preparation of SORTS reports has priority over other status and casualty reports, with the exception of OPREP-3 reports. Therefore, CASREPs and AMRRs must be consistent with the last SORTS report submitted. Completion of repair/maintenance action on an NMC/PMC aircraft constitutes the basis for a change in SORTS to reflect an "Up" status.

2.4.4 SORTS messages are operational messages exempt from minimize. Do not use the GENADMIN format.

SECTION 3

GENERAL REPORTING INSTRUCTIONS

3.2.1 Precedence. Deployed units submitting data concerning readiness, major crew/equipment or special capabilities will use IMMEDIATE precedence. Otherwise, use PRIORITY precedence.

3.2.3 Addressees

a. In addition to the distribution prescribed by article 3.2.3 of the basic instruction, include all other echelons in the administrative and applicable operational chain of command up to and including CINCPACFLT/CINCLANTFLT.

b. Additional information addressees for SORTS messages:

(1) The appropriate carrier group commander

(2) The appropriate functional/type commander

(3) The appropriate carrier air wing commander

(4) Detachments will transmit information copy to the parent unit.

3.2.4 Classification

a. Do not over-classify SORTS messages. Data elements classified as SECRET cause the unit's entire data base to become SECRET, posing handling problems at various echelons of command. A SECRET data base can only be downgraded by submitting a "delete all" and re-entering the data at a lower classification. Although the combination of classified SORTS data from several units is classified SECRET, the submission of a complete SORTS report is normally classified CONFIDENTIAL. A composite SORTS message is not SECRET unless one or more data element(s) is classified SECRET.

b. Precise geographical location of units (PRGEO) remains at least CONFIDENTIAL but may be higher as determined by other security classification guidance. Additionally, personnel data resulting in other than C1, unit readiness data, major equipment and crews, and special capabilities will be at least CONFIDENTIAL.

3.5 SORTS Data Content. The SORTS message is divided into two parts, each containing specific types of information. These parts are labeled Part I and Part II.

a. Part I of the SORTS message stands on its own. New data entered replaces old data. A delete all message will not be submitted on the general data labels (OPCON, PRGEO, COMDR, ACTIV, and PERSN) without immediate replacement of data.

b. Part II contains amplification of the information reported in Part I. Part II remarks are required when status categories other than C/M1 or C/M2 are reported in Part I. They shall also be used when reporting C1/M1 to forecast future degradations. This gives the chain of command the opportunity to assist in avoiding or reducing the severity of future degradations. If no foreseeable degradations exist, state as much in Part II as well. Use plain language; explain your situation/problems.

c. Part II comments will be preceded by the same data label used in Part I (example: CRPER, PRMAR AAW, PERSN NE, etc.). A double slash (//) will be placed at the end of comments for each data label.

d. Since multiple users at various echelons of command must monitor SORTS, maximum use of Part II comments should be made. Six lines of 69 characters each may be used for each data label used in Part I.

e. Whenever a change is made to a data element in Part I, any existing Part II comments corresponding to the same data element must be deleted or changed.

f. Previously reported comments are automatically replaced upon receipt of new comments under that particular data label.

g. Part II CREQP comments should include category, noun name, and ETR (YYMMDD) of equipment CASREPs impacting on the equipment readiness in a primary mission area.

h. Review the CINCLANTFLT quarterly NQEVAL msg (complete SORTS database listing for your unit) and delete Part II comments that are no longer pertinent.

3.7 SORTS Message Restriction. Pay particular attention to the message restrictions listed in paragraph 3.7 of reference (a). Use of any of these restrictions will cause manual intervention and/or rejection of your SORTS message.

3.8.5 Composite SORTS message. In the interest of message reduction, composite SORTS messages should be submitted whenever possible. Embarked air wings are encouraged to submit composite SORTS messages while deployed.

SECTION 4

GENERAL STATUS DATA REPORTING

4.3 PRSR. The PRSR data label is used to record a change of the reporting unit's sorts message/data processor. PRSR is either CINCLANTFLT or CINCPACFLT. PRSR is reported in the first SORTS message sent after entering a geographic location served by a different SORTS message/data processing facility.

4.4 TSKCD. The task designator(s) assigned to the commanding officer of the reporting unit is/are reported as CTF, CTG, CTU, CTE with the first set of numbers always three digits. (Example: TSKCD CTU 030.2.1)

4.5 OPCON. Operational commanders may be found in employment schedules. Report both the task designator (eg. CTG XXX.XX) and the abbreviated name (eg. COMSECONDFLT) of the operational commander to whom the reporting unit is assigned, for example: OPCON/CTG 030.3/COMPATWINGSLANT. Additionally, on each sorts message, use the OPCON Part II comments to report last SORTS serial number, message DTG, and unit's point of contact (name and phone) for SORTS. Note: Previous use of CHOPP has been superseded by OPCON category.

4.6 PRGEO

a. Deployable staffs, detachments, and squadrons report the abbreviated name of the unit in which they are embarked or stationed when ashore. Changes of brief duration, less than 72 hours, need not be reported. Note: ANAME must be reported precisely as registered in CNO data base - review basic instruction para 3.4.1. (Example: PRGEO/CVN 71 ROOSEVELT//) Do not use " USS ROOSEVELT ".

b. CV/CVNs in the MOVREP system do not report PRGEO.

4.7 COMDR. Note the slant signs required between rank, name, and lineal number (or date of rank). (Example: COMDR/CDR/JOHNSON L.L./123456-78//)

4.8 ACTIV

a. In selecting the proper ACTIV code from figure 4.7, first determine which category best describes the unit's activity, then select the appropriate code from that category. The ACTIV code will normally be the same as listed in the organization's quarterly employment schedule.

b. Squadrons/Aviation Units. These units should select codes from Categories 16 (Air Training) and 20 (Operations) unless another category is more appropriate. (Example: Category 16, ADVTNG Advanced Training; Category 20, AAW Anti-Air Warfare Operations, ASW Anti-Submarine Warfare Operations; Category 21, AEW Airborne Early Warning.)

c. HSL/HC Parent Squadrons. Report ACTIV Code "PARCOM" (from Category 27) with the Part II comment: "Command operational status as reported by detachments." Also include a subjective statement on the command's ability to support at home and deployed units.

d. Certain ACTIV codes as listed in figure 4-7 require the reporting of readiness status C5/M5. See below table for amplification.

☐ **If readiness is:**	**"ACTIV" must be:**
CROVL = C5 w/project status/date **CRPER =** C1-C4 **CRSUP, CREQP, CRTNG =** C5 **PRMARs =** M5	**Category 1 –** Any Code **Category 26 –** PRESTRIKE DECOMM STDWN STRIKE
CROVL = C5 w/project status/date **CRPER, CRSUP, CREQP, CRTNG =** C1-C4 **PRMARs =** M1 – M4	**Category 2 -** Any Code as applicable **Category 3 -** Any code **Category 4 -** PREINACT PREOVHL **Category 16 –** FRPTNG + TRANSFLTNG 16OTHER + **Category 26 –** PRESTRIKE DECOMM STDWN STRIKE **Category 27 –** RECOMTRNG *+ RESANNTRNG *+ RESCOMFLT *+ *Reserve units only. +no status/attainment date required
CROVL = C1-C4 **CRPER, CRSUP, CREQP, CRTNG =** C1-C4 **PRMARs =** M1 – M4	**Category 2 -** Any code as applicable **Categories 4, 16, 27 –** Any code except those listed above. **Category 26 –** Any code as applicable **Categories 5-15, 17-25 –** Any code
Not reported because unit is a parent command	**Category 27 –** PARCOM

REMINDER

Unless otherwise stated, a projected status and attainment date is required on all PRMAR lines reporting M3 or M4. Ensure that these dates do not expire.

For amplification, refer to para 5.9.1 of the basic instruction.

4.9 PERSN

a. Detachment Reporting. When absent from the parent command (i.e., workups or deployment), the detachment reports available strength on the basis of personnel attached for duty, with zeros in the structured and authorized columns. The parent command subtracts these people from its available strength and reports the structured and authorized strength for the entire command.

Example:

Data element		2 (COB)	3 (M+1)	4 (BA)
Parent Command	PERSN	NE	0032/0045/0029	
Detachment "A"	PERSN	NE	0012/0000/0000	

Data element 2 represents available strength: Currently available (on board) to the reporting unit. (Basic instruction, paragraph 4.9.2)

Data element 3 represents structured strength: Wartime authorization in M+1 column of the unit's Activity Manning Document. (Basic instruction, paragraph 4.9.3)

Data element 4 represents authorized strength: Personnel authorized in "Billets Authorized" of the unit's Activity Manning Document. (Basic instruction, paragraph 4.9.4)

b. For short duration detachments which do not send SORTS reports separate from their parent command, the location of detachment personnel on TAD (greater than five percent of available strength) will be reported via Part II comments under the PERSN data label. Report the type of PERSN, followed by numbers and locations(s) of assigned strength at locations remote from PRGEO. Changes are to be reported within four hours of occurrence. Remember to subtract these detachment personnel from the unit's available strength totals.

SECTION 5

UNIT STATUS REPORTING

5.9 Determination of C5/M5 Status

a. Only specific units within NAVAIRPAC/NAVAIRLANT can report C5 as assigned by the scheduling authority. These generally fall into the following categories and activity codes:

(1) ROH/SLEP

(2) Sea Trials in Conjunction with Category 1

(3) ESRA/PRAV/RAD/SRA/DSRA

(4) PROVHL

(16) FRPTNG/TRANSFLTNG

(26) OTHER

b. Aircraft carriers entering employment code ACTIV Category 1 will report C5 CROVL without a reason code, M5 in all primary missions areas (PRMARs) and C5 in the CRSUP, CREQP, and CRTRNG resource without reason codes. CRPER will be reported C1 to C4 as appropriate. CROVL line should also include projected status and attainment date. Refer to paragraph 5-17 of NWP 10-1-11.

c. Aircraft carriers in employment status ACTIV 2, 3, or 4 (PREINACT OR PREOVHL) and squadrons in category 16 (FRPTNG, TRANSFLTNG, 16OTHER) will report C5 CROVL without a reason code, but will continue to report all primary mission and resource areas as C/M 1 to 4 with appropriate degradation codes.

d. Category 16 includes training units assigned primary mission areas in their ROC/POE. Fleet replacement and adversary squadrons will report C5 CROVL, no reason code, and M/C4 or better in all other areas and the appropriate ACTIV code. Provide amplifying Part II remarks under the CROVL data label.

e. All units in all categories will continue to report the CRPER (and MRPER) resource areas with appropriate Part II comments.

5.10 Mission Area Specific Resource Categories

a. The mission areas are the basic unit of SORTS. Each mission area is evaluated individually for degradation in personnel, supply, equipment and training. Using the unit status worksheet (Figure FO-2 of the basic instruction), subsequent readiness ratings and reason codes are formulated for each primary mission area. This basic information is further refined to determine specific resource area degradations and finally, an overall readiness rating and reason codes.

b. All degradations must first appear under a specific primary mission area and then are transcribed to the resource areas and overall status. If a degradation does not affect a primary mission area, it is not reportable within SORTS.

c. The unit worksheet (Figure FO-2) described in the basic instruction must be used by the unit to ensure consistent and correct SORTS reporting. Worksheet should be retained for approximately six months for validation of the data base and for command inspections to determine proper C/M category assignments.

d. Aviation detachments which report separate SORTS reports from their parent command present unique complexities to accurately assess readiness. Consequently, Functional/Type Wing Commanders shall establish specific written guidelines for detachments to standardize the calculation of the mission area specific resource categories, columns 1-5, rows A-K of the Unit Status Worksheet.

5.11 Mission Area Specific Resource Categories - Personnel

a. Use Annex A to determine mission area specific resource categories for Personnel. The Personnel Worksheet in Annex A standardizes the objective evaluation of the personnel resource area. It shall be used by all units except aviation detachment reporting separately, which should use instead their Functional/Type Wing Commander standards.

b. Calculations in Annex A aggregate mission essential ratings for each PRMAR. Annex B provides these mission essential ratings. For example, Annex B delineates the following mission essential ratings for F-14 squadrons for the mission AAW: AT, AE & AO. Therefore only the enlisted personnel in these ratings are used in the computations for the AAW mission, with one computation for the AAW mission for all AT, AE,& AO personnel and another computation for the E5-59 AT, AE & AO personnel.

c. Annex C provides a ready access table which standardizes minimum crews required for each rating value of 1, 2, or 3. Follow instructions in Annex A to utilize the appropriate value in the Personnel Worksheet.

5.12 Mission Area Specific Resource Categories - Supply

a. The importance of keeping higher authority apprised of the current supply situation, particularly through Part II comments, is reemphasized. Aircraft carriers will state AVCAL/COSAL, percent range/depth respectively in their Part II comments.

b. CRSUP comments should be sufficiently detailed to give planners an accurate picture of the unit's supply situation. Example of type of reporting desired include: actual percentage of ammunition, numbers of weapons, NADEP requirements, expected gains.

c. Use Annex D in determining aircraft carrier supplies on hand and AVCAL and COSAL for each primary mission area.

d. Aviation units use column (c) of figure 5-7 in the basic instruction to determine supply readiness; calculate IMRL and aircraft separately. Note relationship between this and the MEQPT data label: "total aircraft possessed" equates to MEQPT data element 4 and "prescribed wartime requirement" equates to MEQPT data element 2 for parent commands or MEQPT data element 3 for separately reporting detachments.

5.13 Mission Area Specific Resource Categories - Equipment

a. Aviation units use column (a) and (c) of figure 5-10 in the basic instruction to determine equipment readiness. Note relationship between this and the MEQPT data: the "prescribed wartime requirement" (column A) equates to MEQPT data element 2 for parent commands or MEQPT data element 3 for separately reporting detachments, and "total aircraft possessed and operationally ready" (column C) equates to MEQPT data element 5. Aircraft undergoing modification/SDLM and/or not in direct possession of the unit shall not be reported as "possessed and operationally ready."

b. CASREPs may reflect the loss of secondary missions and failure/malfunction of equipment which represent a loss of redundancy vice degradation of mission capability. Casualty and readiness data should be periodically reviewed with regard to the cumulative effects of multiple C2 CASREPs which may reflect degraded mission readiness.

c. Carriers undergoing restricted availability should realistically evaluate the effect of equipment maintenance on operational capabilities and mission areas. Normally, ships in this category report CROVL C5; however, if equipment maintenance affects only one mission area, the readiness level may be higher than CROVL C5.

d. Carriers which disable equipment for maintenance during a category 4 or 5 employment that results in a readiness degradation shall submit a SORTS message if the equipment cannot be restored to a fully operational status within 72 hours.

e. CASREP reporting guidance contained in NWP 10-1-10 will be strictly adhered to when drafting CASREPs. Submission of an initial CASREP, or an update or correction of a significant CASREP which results in a change to a resource or primary mission area, requires a SORTS message within four hours as set forth in paragraph 1.4 of the basic instruction.

f. Per NWP 10-1-10, units shall submit a CASREP as soon as possible, but not later than 24 hours after the occurrence of a significant equipment casualty which cannot be corrected within 48 hours.

g. If a SORTS primary area is rated M2,M3, or M4 in equipment readiness due to equipment failure/malfunction, the applicable CASREP must be correspondingly rate C2, C3 or C4.

h. If an equipment failure/malfunction degrades the equipment status of a SORTS primary mission area and the CASREP is rated C2, C3, or C4 the affected primary mission area must be correspondingly rated M2, M3, or M4.

i. Use Annex D in determining aircraft carrier equipment AVCAL and COSAL for each primary mission area.

5.14 Mission Area Specific Resource Categories - Training

a. As specified in the basic instruction, this C-category compares unit training against type commander standards listed in references (b), (c), and (d).

b. A flight crew member is considered combat ready in a particular primary mission area if his ROC application sub-percentage in that particular primary mission area is equal to or greater than 75 percent.

c. An aircrew is considered combat ready in a particular PMA if all members of the crew are over 75 percent qualified in that PMA. Use the combination of available aircrew personnel that generates the greatest number of qualified crews.

d. The training resource area rating is determined based upon the percentage of assigned crews that are combat ready in the specific primary mission area and available measured against aircrews which should be assigned (85 percent of M+1). This is computed in reference (d); Squadron Training Matrices Inst. Monthly Training Report T-Ratings are entered into column (5) of the unit status worksheet as a "C" rating along with appropriate degradation codes.

e. Training schedules are used in managing training evolutions in pre-deployment workups (references (b) and (c)). Deployed units which may be flying an adequate number of hours may be constrained by operational commitments or a lack of training facilities to maintain specific training requirements. These deficiencies must be accurately reflected as mission degradations until adequate ranges/facilities/training are available.

5.22 Determine Overall Status

a. Overall status criteria and format are contained in the basic instruction. Note that only applicable fields are reported. Non-applicable or unknown field areas are to be omitted.

b. Units must report a projected status and projected attainment date if reporting CROVL status of C3, C4 or C5. Exceptions: (1) Category 16 other units reporting C5 are not required to submit a projected status and attainment date. The projected status and attainment date for the CROVL rating must be revised immediately if it changes. Submission should be within 24 hours of the change. Updates are required before attainment dates expire.

c. SORTS messages submitted updating CRPER, CRSUP, CREQP, CRTNG, and two or more PRMARs will include revised CROVL data. The Part I CROVL data label should include the current reason codes as applicable. Update Part II CROVL as applicable.

d. The unit must report at least two primary mission areas degraded for an overall readiness rating of C2, C3 or C4. They may be degraded for the same reason (i.e., same reason code), but two different PRMARS must nevertheless be degraded. If only one PRMAR is degraded, the final C-rating must be one higher than the single M-rating. (Refer to the worksheet)

e. CROVL reason codes must first appear as a degradation to a primary mission area, then as a resource degradation.

SECTION 6

UNIT STATUS REPORTING

6.1 Unit Status Reporting

a. In reporting CROVL, CRPER, CRSUP, CREQP and CRTNG, two PRMARS with degradation reason codes are required when reporting C2, C3 or C4.

Example:

PRMAR ASW/M3/PAB/M2/YYMMDD//
PRMAR ASU/M3/PAB/M2/YYMMDD// This would also mean: CRPER/C3/PAB/

If only one PRMAR is affected, the C rating must be one higher than the M rating reported:

Example:

PRMAR ASW/M2/PAB/M1/YYMMDD// This also means: CRPER/C1//

SECTION 7

REPORTING MAJOR EQUIPMENT AND CREW DATA

7.2 MEQPT

a. When reporting major equipment, use Figure 7-1 to determine the types of major equipment to report and the proper abbreviation code. This list is not all inclusive. If you have major equipment which is not listed, report it using the appropriate "other" data element and in Part II using a plain language description.

b. Data elements must appear exactly as in Figure 7-1.

c. In situations where the total number of equipment exceed the three digit code, report 999 in Part I, then report the actual number under the appropriate MEQPT data label in Part II.

7.3.1 MEQPT Reporting Format

a. The number of major equipment possessed is that number physically located at the geographic location of the reporting unit and those located in the theater of operations. For example, a squadron is embarked on board a carrier operating in the Southern California operational area having a PAA (primary aircraft authorized) of ten aircraft. Two of these aircraft are located at their home base of NAS Miramar under the control of a squadron shore detachment. The squadron would continue to report ten aircraft. This is because the two aircraft at NAS Miramar are considered to be located in the same theater of operations. If this same squadron deploys overseas with only eight aircraft, leaving two in CONUS, it would report eight aircraft. Thus, they would be C2 for equipment.

b. Equipment temporarily absent need not be subtracted from the number possessed if it will be returned to the unit's geographic location within 72 hours.

c. Major equipment is either authorized or allocated, but not both. If reporting authorized, the allocated data field must be zero. If reporting allocated, as in an aviation detachment, the authorized data field will be zero. Squadrons normally report authorized; detachments report allocated.

d. Deletion of MEQPT data in Part I will automatically delete Part I and Part II MEQPT lines and Part I and II CREWA (crew data) lines. Due to software configurations this data cannot be re-entered on the same SORTS message. Do not delete the MEQPT data label unless that type of equipment is being permanently lost to the command.

7.4 CREWA Reporting

a. Crews are either authorized or allocated, but not both. The "authorized" number is the ROC/POE M+1 number for a squadron's PAA. If reporting authorized, the allocated data field must be zero. If reporting allocated, the authorized data field must be zero. Squadrons normally report authorized; detachments report allocated.

b. Crews temporarily absent from the command need not be subtracted from the number possessed if they will be returning to the unit's geographic location within 72 hours.

c. The CRPER data label computation is also based upon the number of crews formed compared to numbers of crews authorized (this information is contained in a unit's ROC/POE). Annex C contains crews authorized for airwing and MPA squadrons. Further guidance is contained in paragraph 5.11 of both this instruction and the basic instruction.

d. A crew is operationally ready if it is "combat ready" in the sense of reference (d), ie., a crew with Primary Mission Area Readiness equal to or greater than 75 percent in the individual Primary Mission Areas.

SECTION 8

REPORTING SPECIAL CAPABILITY

8.3 SPCAP

a. The SPCAP data label is used to identify special capabilities possessed by the reporting unit which are not standard for that particular class of ship or squadron. "Special capability" can include a multiple of categories such as NVG aircrews, FAC(A) aircrews, etc... If a special capability is possessed, report it.

b. All special capabilities must be listed following the primary mission area in which they are employed. Enter the SPCAP data as often as necessary to report all special capabilities.

Example:

SPCAP/XASW//
PART II
SPCAP/XASW/equipment installed for exercise until April 96//

c. All units are required to report the status of equipment and training for Chemical and Biological Defense (CBD), as it applies to their unit.

ANNEX A

PERSONNEL WORKSHEET

Use this worksheet with accompanying instructions to determine the rating of mission area specific resource categories for personnel; i.e., column (2) of the Unit Status Worksheet.

☐PRMAR	A	B	**C**	D	E	**F**	G	H	**I**	J	**K**	L	M

INSTRUCTIONS:

1. In left column labeled PRMAR, list all of the primary mission areas (PRMARS) assigned to your unit.

2. Calculate the following and enter values in appropriate columns of this worksheet:

a. Sum all officers that are currently available (on board). Enter this value in all blocks of Column A.

b. Sum all officers that are listed in the M+1 column of your unit's AMD (Activity Manpower Document which has replaced the 1000/2). Enter this value in all blocks of column B.

c. Divide A by B; express as percentage. Refer to the basic instruction, figure 5-4A, to determine the rating value. Enter this rating in all blocks of column C.

3. Refer to Annex B to determine the mission essential ratings applicable to each PRMAR. Then, for each PRMAR separately, calculate the following and enter values in appropriate columns.

a. Sum E1-E9 personnel in these mission essential ratings that are currently available (on board).

b. Sum E1-E9 personnel in these mission essential ratings that are listed in the M+1 column of your unit's AMD.

c. Divide D by E; express as percentage. Refer to the basic instruction, figure 5-4, to determine the rating value.

d. Sum E5-E9 personnel in these mission essential ratings that are currently available (on board).

e. Sum E5-E9 personnel in these mission essential ratings that are listed in the M+1 column of your unit's AMD.

f. Divide G by H; express as percentage. Refer to the basic instruction, figure 5-4, to determine the rating value.

4. Squadrons also compute columns J & K; CVs and other units go to columns L and M.

a. Number of full crews formed. Enter this value in all blocks of column J.

NOTE: This simply implies total count of crews available to the squadron, irrespective of their training qualifications; training quals are measured by the CRTNG resource area, not CRPER. Therefore, the number of crews counted for this column should be identical to your CREWA line, data element 4 ("crews formed").

b. Using value of column J, refer to Annex C, Aircrew Break Points, to determine appropriate rating. Enter this value in all blocks of column K.

NOTE: The Annex gives minimum number of full crews required for each rating 1, 2, or 3. To use a specific rating, crews formed from column J must MEET OR EXCEED THIS MINIMUM VALUE.

For squadrons not listed in Annex C: Break points are determined by computing PAA multiplied by crew seat ratio (found in ROC/POE) to determine "M+1" crew manning requirement. C-1 = 100-85%, C-2 = 84-75%, C-3 = 74-65%, C-4 = 64% and below.

c. For each PRMAR separately compare ratings of columns C, F, I, and K. Choose the WORST rating and enter in column L.

d. For each PRMAR, TRANSFER RATINGS AND REASON CODES LISTED IN COLUMNS L. AND M TO COLUMN (2) OF YOUR UNIT STATUS WORKSHEET.

CAVEAT. The Commanding Officer may degrade these ratings in column L to a lower level than calculated, if in his opinion the lack of a specific grade, rate, rating, designator, or mission critical NEC creates a more serious shortage than calculated. In this case, reflect this degradation in Part I with explanatory comments in Part II. A mission critical NEC refers to a "closed loop" detailing NEC only: AW (78xx), Aircrew (82xx), Dental Tech (87xx) and Nuclear Propulsion (33XX). Other NECs such as organizational level maintenance are not "mission critical" and therefore do not apply to this caveat. Conversely, the Commanding Officer shall not report an increased or upgraded status from that calculated in this Annex; the value calculated is the highest rating which shall be reported.

ANNEX B

(Derived from CNO ltr Ser N311D and dated 05 Dec 1994)

ESSENTIAL RATINGS: CV/CVN/AVIATION MISSION ESSENTIAL RATINGS

BY PRIMARY MISSION AREAS

1. CV/CVN

a. AAW: AB, ABE, ABF, ABH, AC, AD, AG, AO, AS, AT, DP, DS, ET, EW, FC, IC, IS, OS, RM, SM

b. AMW: AB, ABE, ABF, ABH, AC, AD, AG, AO, AS, AT, AW, DP, DS, ET, EW, FC, IC, IS, OS, QM, RM

c. ASU: AB, ABE, ABF, ABH, AC, AD, AG, AO, AS, AT, AW, AW-7846, DP, DS, ET, EW, FC, IC, IS, OS, RM, SM

d. ASW: AB, ABE, ABF, ABH, AC, AD, AG, AO, AT, AS, AW, AW-7846, DP, DS, ET, EW, FC, IC, IS, OS, RM, SM

e. CCC: AC, AG, AW, CTO, CTR, CTM, DP, DS, ET, EW, IC, IS, OS, RM, SM

f. C2W: DP, DS, ET, EW, GM, GMG, IC, OS

g. INT: AW-7846, CTM, CTO, CTR, DM, DP, DS, ET, EW, IC, IS, OS, PH, RM

h. MIW: AB, ABE, ABF, ABH, AC, AD, AG, AO, AS, AT, AW, DP, DS, ET, EW, FC, IC, IS, OS, QM, RM

i. MOB: AD, AE, AK, AME, AMH, AMS, AO, BM, DC, DS, DT (INCLUDING CLOSED LOOP NECs), EM, EN, ET, HM (INCLUDING CLOSED LOOP NECs), HT, IC, MM, MR, QM, RM, SK, SM, (CV add: BT) (CVN add: NECs 3383, 3384, 3385, 3386, 3393, 3394, 3395, 3396)

j. STW: AB, ABE, ABF, ABH, AC, AD, AG, AO, AS, AT, AW, DP, DS, ET, EW, FC, IC, IS, OS, QM, RM

2. Aviation units

a. AAW/AMW/ASU/ASW: AE, AT, AO, Aircrew as required (AW for HS/HSL)

b. CCC: AT, AE, OS, IS, Aircrew as required
(F-14 TARPS add: PH)

c.	C2W:	AE, AT, Aircrew as required
d.	FSO/LOG/NCO:	AD, AE, AK, AM, AME, AMH, AMS, AO, AT, AZ, PR
e.	INT:	AT, IS, PH, (VPU/VQ units add: CTA, CTM, CTO, CTR, CTT)
f.	MIW:	AE, AO, AT, Aircrew as required, (HELMINERON units add: BM, CM, EN)
g.	MOB:	AD, AE, AK, AM, AME, AMH, AMS, AT, AV, AZ, PR (as assigned in manpower authorization).
h.	STW:	AE, AO, AT, Aircrew as required.

NOTES:

1. Use data in column entitled "# major equipment authorized PAA" for your MEQPT line, data label 2.

2. Use data in column entitled "# crews authorized (M+1)" for your CREWA line, data label 2.

3. Remember - this Annex gives only one aspect of personnel calculations; you must also calculate officer and mission essential enlisted personnel as delineated in Annex A. Whichever gives you the WORST rating must be reflected on the unit status worksheet.

4. All FA-18 squadron aircrew manning is for 12 aircraft PAA.

5. This annex gives minimum number of crews required for each rating. Squadrons must have full complement of personnel assigned for each crew:

i.e., H-2 2 pilots + 1 AW = 1 crew
E-2 2 pilots + 3 NFOs = 1 crew
F-14 1 pilot + RIO = 1 crew

6. For units/PAA configurations not listed, break points are determined by computing PAA multiplied by crew seat ratio (found in ROC/POE) to determine "M+1" crew manning requirement. Break points for :

C-1 = 100% - 85% of M+1 crews
C-2 = 84% - 75% of M+1 crews
C-3 = 74% - 65% of M+1 crews

ANNEX C

AIRCREW BREAK POINTS

Use with the Personnel Worksheet in Annex A

☐ TYPE SQDN	TYPE ACFT	# MAJOR EQUIP AUTHORIZED (PAA)	# CREWS AUTHORIZED (M+1)	85% C-1	75% C-2	65% C-3
VF	F-14	14 12 10	20 17 16	17 14 14	15 13 12	13 11 10
VFA	F-18	10/11/12	19	16	14	12
VA	A-6	16 14 12 10	26 22 19 16	22 19 16 14	20 16 14 13	17 14 12 10
VAW	E-2	4	6	5	4	4
VS	S-3	8 6	14 11	12 9	10 8	9 7
VAQ	EA-6B	5 4	7 6	6 5	5 4	5 4
HS	 SH-60F/ HH-60H	8 6 5	14 12 10	12 10 9	10 9 8	9 8 7
VP	P-3	9	15	13	11	10
HSL	SH-60B	13 10	30 23	25 19	22 17	19 15
HC	HH-46D CH-46D UH-46D	24 14 12	48 28 24	41 24 20	36 21 18	31 18 16
HM	MH-53E	12	24	20	18	16

NOTES:

1. Use data in column entitled "# major equipment authorized PAA" for your MEQPT line, data label 2.

2. Use data in column entitled "# crews authorized (M+1)" for your CREWA line, data label 2.

3. Remember - this Annex gives only one aspect of personnel calculations; you must also calculate officer and mission essential enlisted personnel as delineated in Annex A. Whichever gives you the WORST rating must be reflected on the unit status worksheet.

4. All FA-18 squadron aircrew manning is for 12 aircraft PAA.

5. This annex gives minimum number of crews required for each rating. Squadrons must have full complement of personnel assigned for each crew:

i.e., H-2 2 pilots + 1 AW = 1 crew
E-2 2 pilots + 3 NFOs = 1 crew
F-14 1 pilot + RIO = 1 crew

6. For units/PAA configurations not listed, break points are determined by computing PAA multiplied by crew seat ratio (found in ROC/POE) to determine "M+1" crew manning requirement. Break points for :

C-1 = 100% - 85% of M+1 crews
C-2 = 84% - 75% of M+1 crews
C-3 = 74% - 65% of M+1 crews

ANNEX D

SUPPLEMENTAL CRITERIA FOR AIRCRAFT CARRIERS

EQUIPMENT AND SUPPLIES ON HAND

C1 - Shortages in mission essential equipment and supplies that cause insignificant degradations in any of the primary mission areas; not less than 90% range and 90% depth of authorized items (AVCAL and COSAL) are on hand.

C2 - Shortages in mission essential equipment and supplies cause minor degradations in any of the primary mission areas; however, these shortages do not degrade more than one primary mission area. Not less than 80% range and 80% depth of authorized items (AVCAL and COSAL) are on hand.

C3 - Shortages in mission essential equipment and supplies cause major degradations in any of the primary mission areas; however, these shortages do not degrade more than one primary mission area. Not less than 65% range and 65% depth of authorized items (AVCAL and COSAL) are on hand.

C4 - Shortages in mission essential equipment and supplies cause major degradations to more than one primary mission area. Less than 65% range and 65% depth of authorized items (AVCAL and COSAL) are on hand.

To determine the C-category in equipment and supplies on hand, circle the appropriate values found in the columns of the table below. The C-category corresponds to the lowest level circled in any of the columns of the table.

☐ STATUS	CATEGORY	CRITERIA	RANGE & DEPTH
C-1	No shortages	No degradations	90% or greater
C-2	Minor shortages	Minor degradations: Not more than one PRMAR lost	80% - 89%
C-3	Major shortages	Major degradations: Not more than one PRMAR lost	65% - 79%
C-4	Not combat ready	Major degradations to more than one PRMAR lost	64% or less